

**SECRET**

DPS-6166

Copy 2 of 4

10 December 1958

Lockheed Aircraft Corporation  
Burbank, California

SUBJECT: FOG Technical Service Personnel - Prior  
Approval of all Travel and Submittal of  
Certificates of Service

Gentlemen:

1. This letter supersedes the instructions contained in paragraph 3 of our letter DPS-1673 dated 13 June 1958 pertaining to travel by contractor technical service personnel.

2. Pursuant to the terms of the respective contracts, and to insure proper administrative control, all travel by technical service personnel must have prior approval from either the using organization or the WSPO. The following will serve to elaborate:

a. Authorization from the using command is necessary prior to all travel within SAC, i.e., from location to location. Travel Orders prepared by the using organization provide this authorization.

b. Authorization will be obtained from the WSPO prior to all travel between locations and contractors' plants for such as vacations, training, illnesses, transfers, etc. The WSPO will keep the using organization apprised of the travel authorized in this area.

3. The travel performed will be noted on each representative's Certificate of Service provided costs are chargeable to the Government. The signature of the Air Force Supervisory Officer on the original copy of each certificate will serve as final approval for purposes of payment by the Contracting Officer.

4. The contractors are requested to comply immediately with the above instructions.

5. All contractors are again requested to prepare and submit their Certificates of Service in a timely manner. Early payment of technical representative services is contingent upon prompt submittal of certificates. The certificates are to be prepared by the representatives in strict conformance with Appendix III to T.O. 00-25-174.

[Redacted]  
Contracting Officer

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